OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

MyCalPAYS

Bargaining Unit In/Out
Interface Information Package

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 28, 2010	Becky Arena	Initial Document
1.0	October 28, 2010	Sunil Rao	Initial Document
1.1	October 3, 2011	Becky Arena	Updated Record Format
1.2	September 12, 2012	Becky Arena	Updated Document with most current Functional Specification information

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I.   INTRODUCTION

Description of the interface:

The BU in/out file is a monthly report for the representatives of the bargaining units of all civil service employees. This list is comprised of all employees new to or leaving the specified bargaining unit during the calendar month.   There will be twelve variants to this interface to accommodate the different representatives for specific bargaining units.

Business purpose:

To provide bargaining unit representatives with sufficient employment data to allow the organization to establish or cancel membership dues, fair share fees, or alternate fees from the salary or wages of every employee.

Related business processes:

- Concurrent Assignment
- Assignment Change
- Hire New Employee
- Rehire Employee
- Permanent Separation
- Miscellaneous Data
- Mass Split Off and Reallocation

II.   GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.

- Set in place internal business practice changes or perform required system updates to the third party internal system(s) to support the interface.

- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.

- File format used is Pipe Delimited.

- Format is a fixed length.

- File encoding is Text.

- Server Type: Secure File Transfer Protocol (SFTP).

IV.   RECORD FORMAT

Frequency	☒ Monthly
Direction	☒ Outbound
Source System	MyCalPAYS
Target System	Bargaining Unit Representatives
Classification of Data	☒ Confidential ☒ Sensitive
One time or Recurring	☒ Recurring
Scheduled	☒ Automatic
Data Time Period	☒ Monthly
	Record Selection Scope: ☒ All records
Future Transactions	☒ No
Retroactive Transactions	☒ No

File Encoding	ASCII
File Format	Pipe delimited
File Naming convention	Conform to *Standard MCP Outbound File Naming Convention*
Server Type	Secure File Transfer Protocol (SFTP)
Other considerations	• Output file will be sorted first by Person ID, then by Personnel Number and finally by Last Name (ascending order) • Ability to save selection criteria as a variant • Dollar amount fields should be zero padded, implied decimal point, and zoned decimal.

V. FILE DEFINITIONS

SL #	Source system (MyCalPAYS) Fields				Mapping Rules	Target system (BU In/Out) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name (Header Record Text)	Type	Length	Comments
01	P0014-LGART or payroll results (RT) table if Fair Share	CHAR	4	Wage Type	Status	Dues Indicator		4	Refer # 4 (within each BU/variant) of "Selection method of records" in the FS doc
02	P0002-NACHN	CHAR	40	Last Name		Last Name		21	
03	P0002-VORNA	CHAR	40	First Name		First Name		16	
04	P0002-MIDNM	CHAR	40	Middle Name		Middle Initial		1	First character only
05	P0002-PERID	CHAR	20	SSN		SSN		9	Refer # 3 (within each BU/variant) of "Selection method of records" in the FS doc
06	P0001-WERKS	CHAR	30	Personnel Area Text		Department Name (After)		30	Employee's NEW Personnel Area i.e. the one he/she entered
07	P9003-SCHEMATICCODE	CHAR	8	Schematic Code		Job Group Code (After)		4	Employee's NEW Job Group Code i.e. the one he/she entered
08	P0001-KOSTL	CHAR	10	Cost Center		Agency Code (After)		3	Employee's NEW Cost Center Code i.e. the one he/she entered Characters 5 to 7 =Agency Code
09	P0001-KOSTL	CHAR	10	Cost Center		Unit Code (After)		3	Employee's NEW Cost Center Code i.e. the one he/she entered Characters 8 to 10 = Reporting Unit

SL #	Source system (MyCalPAYS) Fields				Mapping Rules	Target system (BU In/Out) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name (Header Record Text)	Type	Length	Comments
10	P0001-STELL	NUMC	8	Job Key		Class (After)		8	Characters 5-8 (last 4)
11	P1000-STEXT	CHAR	40	Job Short Text		Job Title		31	
12	P0008-BETRG	CURR	13(2)	Fractional Time base		Time Base (After)		3	Employee's NEW Fractional Time Base i.e. the one he/she entered

Wage Type "0004" = Fractional Time Base. Ex. If 1.00, send 1 |
| 13 | P0008-ANZHL | DEC | 7(2) | Fractional Time base | | Time Base (After) | | 3 | Employee's NEW Fractional Time Base i.e. the one he/she entered

Wage Type "0004" = Fractional Time Base. Ex. If 1.00, send 1 |
14	P0001-PERSK	CHAR	2	EE subgroup		Tenure (After)		1	Employee's NEW EE Subgroup i.e. the one he/she entered (first character of the Corresponding Text of ESG)
15	N/A (derived)	CHAR	1	Type (I/O)		Type (I/O)		1	Refer # 5 (within each BU/variant) of "Selection method of records" in the FS doc
16	Q0008-BETRG P0014-BETRG	CURR	13(2)	Wage Type Amount		Salary Total (After)		S9(5)V99	See functional spec "FS_HCM_PA_EN_722_Total Salary Calculation"
17	P0008-TRFST	CHAR	2	Pay Scale Level		Alternate Range (After)		2	Employee's NEW Pay Scale Level i.e. the one he/she entered

Level from IT0008 |
| 18 | P0001-BTRTL | CHAR | 4 | Personnel Subarea | | CBID (After) | | 3 | Employee's NEW Personnel Subarea i.e. the one he/she entered |

SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules	Field Name (Header Record Text)	Type	Length	Comments
	Source system (MyCalPAYS) Fields					**Target system (BU In/Out) Fields**			
19	P0006-ORT02	CHAR	40	County (Work)		County Code (After)		2	Employee's NEW County (Work) i.e. the one he/she entered Subtype 7, first two characters
20	P0001-BTRTL	CHAR	4	Personnel Subarea		CBID (Before)		3	Employee's OLD Personnel Subarea i.e. the one he/she exited
21	P0000-AEDTM	DATS	8	Changed On		Transaction Entry Date		8	
22	P0000-BEGDA	DATS	8	Start Date		Transaction Effective Date		8	
23	P0709-PERSONID_EXT	CHAR	20	Person ID		Person ID		9	
24	P0000-PERNR	NUMC	8	Personnel Number		Personnel Assignment No.		8	

END OF RECORD

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VI. LEGACY vs. MyCalPAYS FIELDS

	Legacy fields	MyCalPAYS fields
01	Dues Indicator	**Wage Type**
02	Last Name	Last Name
03	First Name	First Name
04	Middle Initial	Middle Name
05	SSN	SSN
06	Department Name (After)	**Personnel Area Text**
07	Schematic Code (After)	Job Group Code-Same Value
08	Agency Code (After)	**Cost Center**- Characters 5 to 7 =Agency Code
09	Unit Code (After)	**Cost Center**- Characters 8 to 10 = Reporting Unit
10	Class (After)	Job Key- Same value
11	Job Title	Job Short Text
12	Time Base (After)	Wage Type (Employment Percentage)
13	Time Base (After)	For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1 1, 50% will be 1.00 2.00, 75% will be 3.00 4.00, etc.) IND, INT will be blank
14	Tenure (After)	EE subgroup- Same Value will be sent
15	Type (I/O)	Type (I/O)
16	Salary Total (After)	**Wage Type Amount**
17	Alternate Range (After)	Pay Scale Level- Values will be the same as legacy except MyCalPAYS has a "SISA class" indicator which will be an 'S' in the 2nd character of the field

	Legacy fields	MyCalPAYS fields
18	CBID (After)	Personnel Subarea- Same Value
19	County Code (After)	County (Work)
20	CBID (Before)	Personnel Subarea- Same Value
21	Transaction Entry Date	**Changed On**
22	Transaction Effective Date	**Start Date**
23	**New -Person ID**	Person ID- Unique to employee
24	**New - Personnel Assignment No.**	Personnel Number- One assignment number for each position employee holds

VII.   WHAT'S DIFFERENT?

Description	Comment
Department/Facility Code	The Personnel Area represents the Department/Facility codes
CBID	Personnel Subarea represents the CBID
Salary Per, Pay Frequency and Attendance Reporting	Will be represented by the Employee Group
Tenure, Time Base and FLSA	Is represented by the Employee Subgroup
Agency, Reporting Unit, and CFIS codes	Will be contained in the Cost Center
Dues Deduction Indicators	There will be Wage Types that identify the type of dues deduction for the employee (Dues, Fair Share Amount or Alternate Fair Share Amount)
Schematic Code	Is represented by the Job Group Code-same values
Salary Total	Will be captured in a Wage Type Amount (new name)
Person ID	The Person ID is a unique employee identifier
Personnel Assignment Number	The Personnel Assignment Number identifies multiple assignments the employee holds